



Colorado Chautauqua Association

POSITION DESCRIPTION

February 2024

Manager, Facilities & Preservation

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c) 3 Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The Chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Description

The Facilities & Preservation Manager (F&P Manager) is a full-time, benefited, exempt position. This is a hands-on managerial role with oversight of the planning and execution of all maintenance, repair, and alteration of historic buildings and grounds within the Colorado Chautauqua leasehold. The F&P Manager works closely with our hospitality teams and events teams in coordinating maintenance and repairs, managing vendor contracts and relationships, executing our sustainability and resiliency initiatives, and is responsible for a variety of administrative tasks related to facilities and grounds maintenance.

Evening, weekend and holiday work is required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered essential.

Major Duties and Responsibilities

Administrative and Personnel Management

- Oversees Facilities and Preservation Team and monitors work plans to ensure projects and work orders are completed in a timely manner
- Prepares annual work plans and KPIs for the department
- Oversees budget and financial management of facilities and sustainability related expenses
- Monitors job performance of team and administers disciplinary action, following established guidelines and communicated in a timely manner
- Ensures that staff is professional at all times (i.e., physical appearance, demeanor with other staff and guests, appropriate language, etc.)
- Responsible for efficient and effective development of internal systems, processes, and controls

- Maximizes use of property management software to build and maintain database of critical maintenance information and work order prioritization and responses
- Maintains appropriate and timely communication across departments to ensure seamless operations

Planning

- Ensures preservation and sustainability information is integrated into management processes for making decisions and setting priorities
- Participates in revisions to major planning documents, including but not limited to the Cultural Landscape Assessment, Chautauqua Design Guidelines, and Landscape Design Guidelines
- Partners with COO and various departments at the City of Boulder on projects within and adjacent to the National Historic Landmark District, including infrastructure improvements and site access management.
- Performs research and helps prepare and present Landmarks Alteration Certificates (LAC) for review by executive staff and/or board committee members

Facilities and Preservation

- Responsible for preservation of CCA buildings, ensuring that all exterior restoration work is reviewed and approved by appropriate channels as required (i.e., Executives, Buildings and Grounds Committee, Landmarks staff, and/or Board, State Historical Fund, etc.)
- Provides oversight of historic preservation work, property maintenance operations, campus security, and snow removal
- Ensures implementation of ongoing preventive and routine maintenance programs
- Responsible for upkeep of buildings conditions assessment and corresponding data used to drive routine maintenance and capital planning efforts
- Purchases and maintains inventory of tools, equipment, appliances, materials and supplies as needed and within budgeted guidelines
- Manages all vendors and outside contractors to ensure all maintenance and project-based work is completed within budget and on schedule
- Responds to emergency maintenance requests and/or provides consultation to Assistant Manager as needed
- Helps coordinates the implementation of CCA's Sustainability and Resiliency Plan
- Evaluates and approves proposals for sustainability projects, considering factors such as cost effectiveness, technical feasibility, and integration with other initiatives.

Reporting Relationships

Reports to General Manager of Hospitality Operations. Works closely with Chief Operations Officer (COO) regarding public buildings, historic preservation.

Supervises: Facilities Assistant Manager, Facilities Team

Required Qualifications

Education

- College degree or equivalent work experience, preferably in facilities management and preservation
- Certification in plumbing, electrical and carpentry, a plus
- Completion of diversity skill building training, a plus

Experience

5 years progressively responsible experience in facilities management, including property, asset, and personnel management. Solid all-around handyman skills (renovation and restoration) and historic preservation experience preferred.

Skills

- Excellent organizational, planning and problem-solving/troubleshooting skills
- Goal-oriented
- Able to communicate effectively, both in writing and orally
- Problem solver, with desire to learn, apply, troubleshoot and maximize applications of new and existing technology used by Facilities
- Proficient at various skilled and semi-skilled tasks associated with accepted practices for building preservation and maintenance, including carpentry, plumbing, minor electrical, HVAC, roofing, painting, or anything else deemed necessary to maintain facilities
- Proficient in the operation of various types of equipment, including power and hand tools
- Proficient in Microsoft Office Suite, specifically Word, Excel and Outlook
- Experience with property maintenance software/systems

Physical Requirements

Duties require lifting, pushing, pulling, and/or carrying of objects weighing up to 75 pounds. Must be able to climb stairs and ladders, as well as navigate the site, which has a 200-foot elevation change. Able to work outdoors year-round in all types of weather conditions.

Other Requirements

- Must possess and maintain a valid Colorado driver's license
- Available to work evenings, weekends and a flexible schedule as needed

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver, as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job.